



# Non-Merit Job Vacancy Announcement

## **GENERAL COUNSEL**

<b>Pay Grade:</b>		<b>Position Type:</b>	Full Time
<b>Salary or Range:</b>	To be determined	<b>Work Schedule:</b>	Monday through Friday
<b>FLSA Designation:</b>	Exempt	<b>Work Week:</b>	37.5 Hours

**Agency:** Kentucky Personnel Board  
**Work Address:** 28 Fountain Place, Frankfort, Kentucky 40601  
**Work County:** Franklin

### **AGENCY COMMENTS:**

Position is Ungraded, Non-Merit

### **DESCRIPTION OF JOB DUTIES:**

This position provides legal services on a broad range of issues and matters related to the Kentucky Personnel Board. These services include serving as a Hearing Officer for the Board; providing legal advice to the Board, Executive Director and Hearing Officers; representing the Board in Court; drafting regulations, testifying before Legislative Committees and performs other duties as assigned. This position requires excellent skills in communication, legal writing and legal analysis.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

See Special Requirements (below).

#### **EXPERIENCE:**

Five (5) years experience in the practice of law.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

Must be licensed to practice law in the Commonwealth of Kentucky. Post Employment Requirement: Must complete KRS 13B Initial Hearing Officer Training and must attend continuing legal training in compliance with KRS 13B.030(4) and 40 KAR 5:010.

### **ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the

custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

**BENEFITS:** *Benefits are based on the position type (full-time versus part-time) and can be viewed on the Benefits Schedule within the [Employee Handbook](#).*

**HOW TO APPLY / APPLICATION PROCESS:**

**(DEADLINE: 10/14/2016 )**

[Posted on:            ]

Please send resume via e-mail to: MarkA.Sipek@ky.gov

Or:

Kentucky Personnel Board  
28 Fountain Place  
Frankfort, Kentucky 40601

**Contact Name:** Mark A. Sipek

**Contact Method:** 502-564-7830 or MarkA.Sipek@ky.gov

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, GENETIC INFORMATION OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.*